

## **PERMIT GROUP**

### **Overview**

The Permit Group (contact: 513-1500, Option 2) is a branch of the Land Development Division (LDD) of Development Services, City Planning and Development. The primary function of the group is to issue permits for privately funded public infrastructure (aka. Public Improvement Construction Permits) required by development activities and development conditions, and provide assistance and service to customers' needing permits for work in the right-of-way, with the exception of Water Main Extension and Connection, which is handled by Water Department staff.

### **Scope and function**

The Permit Group has the following functions:

- 1) Issue Public Improvement Construction Permits
- 2) Issue Minor Infrastructure Permits (see Ch. 64, Section 4 of the Code of Ordinances)
- 3) Issue Sewer Connection Authorizations in the form of a permit that is not a construction permits, but rather an authorization period to acquiring other related permits involved in the construction of the service line and connection
- 4) Provide access to records retained by LDD
- 5) Assist the LDD Plan Review Group with the proper scoping of permits
- 6) General walk-in customer service

### **Issue permits**

The group is responsible for checking Bond Documents, Insurance Certificates, Fees Amounts and Payment transactions, and proper tracking of changes to the permit record. The group must operate in compliance with City ordinances and codes, and will only issue permits to those individuals and companies who have met the necessary permitting issuance requirements.

### **Customer service**

The group is responsible for providing information to all customers concerning public infrastructure, where such records are retained by LDD. The customer may contact us as walk-ins, by phone, or by appointment (preferred). The public infrastructure records are maintained by this group in the forms of aperture cards and scanned images and are available to the general public, based on a fee schedule allowed for by state statute open records requirement. The group would respond to questions about the sewer locations, street right of way widths and the location of a variety of publicly maintained structures. Fee schedules are provided upon request.

### **Permitting Hours**

Monday thru Friday 8:00 AM to 4:30 PM